



Using our templates with Microsoft FrontPage

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Getting Started

Microsoft FrontPage is currently one of the more popular WYSIWYG (What You See Is What You Get) HTML editors out there for Windows. It has quite an abundance of useful features and tools that can greatly speed up web development. This guide, however, will only cover the basics of using FrontPage to edit your new template. The last section of this guide has links to more in-depth FrontPage resources in case you'd like to learn more about FrontPage's features.

To begin this guide, first make sure you have unzipped your template. If you haven't done this yet and don't know how, please refer to our [QuickStart guide](#).

First, start up FrontPage and move on to [opening the template >>](#)

Opening the Template

Opening the template is simple:

1. Go to **File / Open**.
2. Browse to the folder containing your template.
3. Select the *index.html* file and click **Open**.

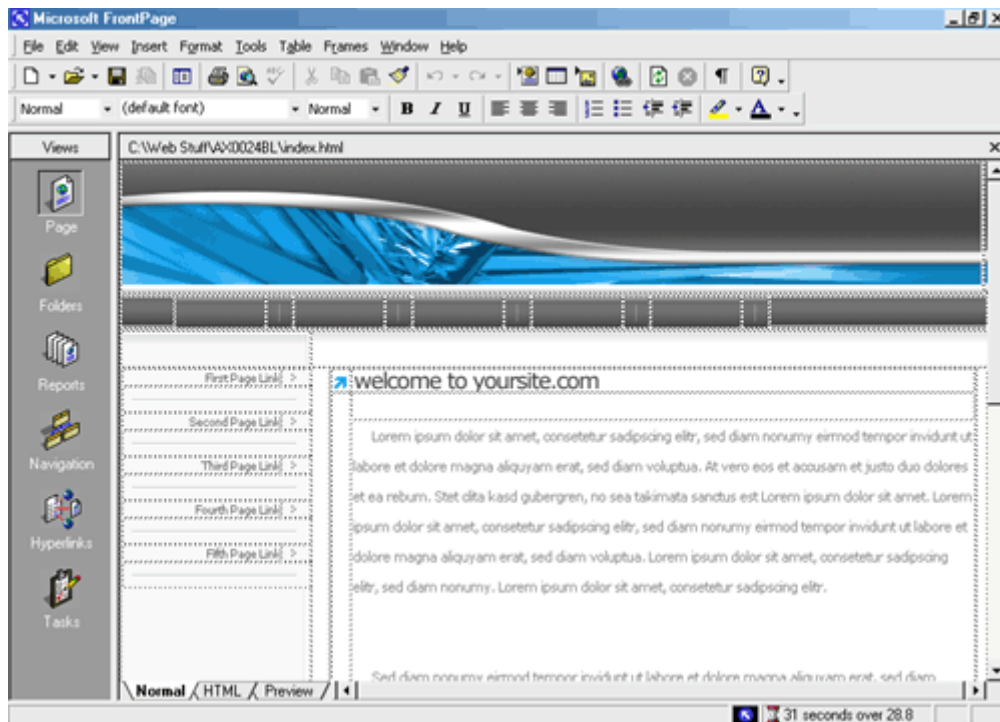
The template will now open in FrontPage.

Note: If you are familiar with FrontPage, you may have had experience using FrontPage's Theme system. Themes are essentially templates designed specifically for FrontPage and include integration with some of FrontPage's extended features. Our templates are generic templates. They can be used in any HTML editor, so they do not include any special editor-specific functionality.

Now that you have the template open, we can go on to [explaining the interface >>](#)

The Interface

The FrontPage interface you see should look similar to the screenshot below:



The icons in the left **Views** pane shows the different aspects of your web project you can work on. Clicking on an icon brings up its respective view in the right-hand pane. In this guide, we'll only use the **Page** view (which is the default).

At the very top you will see a standard menu bar, and beneath it are two toolbars:



The first (as shown above) has shortcut icons that let you quickly perform certain tasks by clicking on them. For example, to save the page you are working on, click on the floppy disk icon.



The second toolbar (as shown above) allows you to choose font settings. You can change the font, font size, attributes (bold, italic, underline), as well as your text's justification on the page. Note that as with any other Microsoft application you can customize your toolbars, so the toolbars described above may or may not be present.

While in **Page** view there are three tabs beneath the right-hand pane that show the available editing modes. Clicking on a particular tab will switch to that editing mode. Below is a short summary of each mode:

- **Normal**
This is the editing mode the majority of users will want to use. It shows the entire page and allows you to edit/reorganize it using your mouse (as shown in the screenshot above). You can drag and drop elements (pictures, text, etc.) directly on the page without having to deal with any HTML code.
- **HTML**
This editing mode shows the actual underlying HTML code of the page. If you are comfortable using HTML you can work in this mode to write/edit the HTML directly.
- **Preview**
This isn't an actual editing mode; rather, it shows you a preview of what the page

will actually look like in your web browser.

In this guide we'll be dealing with the **Normal** mode since it's straightforward and easy to use.

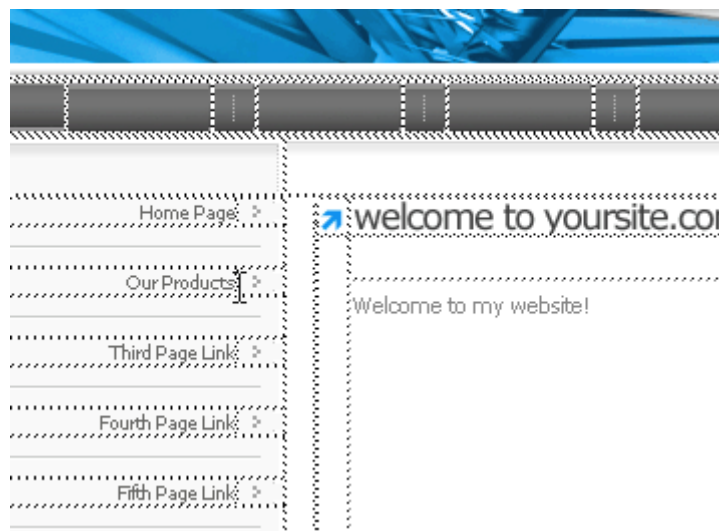
Now that you have a basic understanding of FrontPage's interface, you can start [editing the template >>](#)

Editing the Template

Editing your template is obviously the most important part of this process. We won't be able to cover everything you will want to do to your template, but we will cover the basics using FrontPage.

Editing Text

FrontPage makes editing text extremely easy. Simply click on the text you wish to edit and make your changes as shown below:



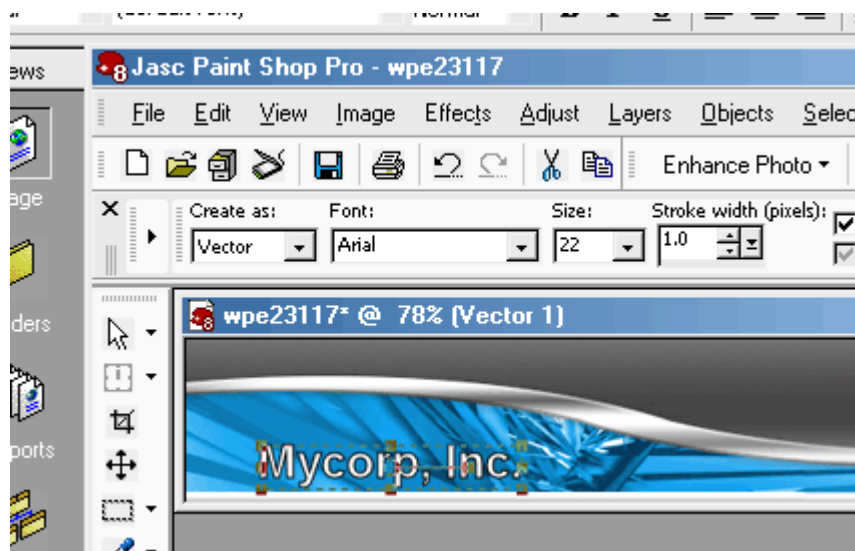
As shown in the image above, you can also do this to change the actual content of your pages.

Labeling Buttons and Images

If the text you want to add isn't regular HTML text but rather written on an image, you can use an external image editor. FrontPage allows you to easily switch to this editor for a given image.

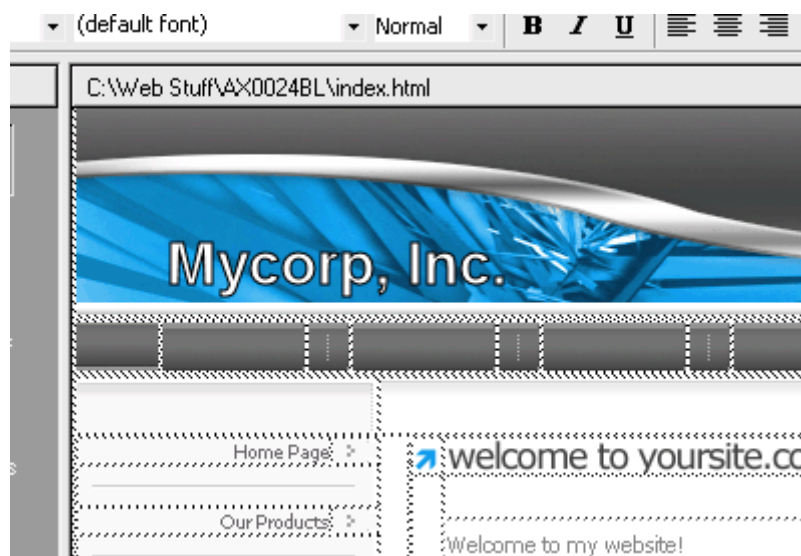
In order to do this, you will first need to set up your image editor of choice by going to **Tools / Options / Configure Editors**. Once you've done this, follow the steps below:

1. Double click on the image you wish to label.
2. You will now see the image you selected opened up in your image editor of choice (in this example, Paint Shop Pro). Use your image editor to write your text on the image. In this example, we are writing our company name on the header image



3. Save and exit from your image editor.

You will be returned to FrontPage and the correctly labeled image should be shown.



Note: There are two ways to label images if you're a FrontPage user. The first way is the way described above. The second way is to start your image editor, open the image you wish to label, write your label, and save the image. Both ways will work, but the first way is generally easier for most people to do.

Once you have finished editing, you can [save the template >>](#)

Saving the Template

To save the page you are working on, simply go to **File / Save**. If you want to save the page as a copy, go to **File / Save As...**, enter the new name for the page, and click **OK**.

Other FrontPage Resources

As explained earlier, this guide isn't meant to be too extensive as FrontPage is a very large application with dozens of features. To get the most out of this editor, we would highly recommend referring to the excellent FrontPage resources listed below.

- [Microsoft Office Online: FrontPage](#)

Microsoft's own FrontPage site.

- [OutFront's FrontPage Tutorials](#)
Features a number of excellent FrontPage tutorials for everyone from beginners to web design experts.
- [At-FrontPage](#)
A very large site with a lot of information and tutorials on multiple versions of FrontPage.

And that's the end of this MS FrontPage guide. If you need more help, be sure to check out our [other guides](#), our [frequently asked questions](#), or feel free to [contact us](#).